

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: June 1, 2008
	Section 19: Clothing and Personal Items	Version: 1

POLICY:EXPANDED	OLD POLICY: 404.31
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When removing a child from his/her home the Indiana Department of Child Services (DCS) will make every effort to allow a child to take clothing and personal items, (e.g., photographs, a blanket a favorite toy or book, video games, game systems , CD player, etc.).

Exceptions: If a child is removed from a home that is the site of a meth lab, personal items and clothing will not be removed. See [Indiana Drug Endangered Children \(DEC\) Response Protocol](#).

DCS will not allow a child to take weapons of any kind.

DCS will assure that a child is provided with adequate clothing if he/she does not have clothing at the time of removal. DCS will provide the resource family with an initial clothing voucher of \$400.00. The clothing voucher shall be used to purchase the initial supply of clothing for the child. After the funds are expended, the resource family will use the monthly per-diem to pay for clothing on an ongoing basis.

Note: In Special Circumstances, this amount may be increased to \$500.00. Examples of special circumstances include clothing needed to participate in sports activities, proms or recognition dinners, or to accommodate unique circumstances such as a sudden large weight gain due to medication. Supervisory approval will be needed for any allocation over \$400.00.

All children in out-of-home care will have at a minimum 10 days worth of clothing, including, but not limited to, the following:

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| Pants | Socks |
| Shirts, both short-sleeved and long-sleeved | Undergarments |
| Sweat shirts/ sweaters | Pajamas |
| Shorts | An outfit, suitable for a religious service or court |
| Seasonally appropriate outerwear (e.g., coat, hat, mittens, etc.) | Any clothing required by a school dress code or physical education program |
| Gym/tennis shoes | |
| Dress/school shoes | |

Additionally, children in out-of-home care will have items specific to their age:

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| Receiving blankets | Bottles and/or training (aka: sippy) cups |
| Diapers, initial supply | |

DCS will assure that all of a child's clothing and personal items, including items purchased for the child while in substitute care, go with the child in the event that he/she returns home or moves to another placement.

Code References

N/A

PROCEDURE

The Family Case Manager (FCM) will:

1. Ensure all clothing and personal items go with the child at time of removal or placement change or, if clothing and personal items will not be taken with the child, explain the reason why in a manner appropriate for the child's age and development.
2. Ensure that an inventory of the child's clothing and personal items is taken at the time of placement.
3. Provide the resource family with an initial clothing voucher and assist the resource family in acquiring clothing for the child, if the child does not have adequate clothing at the time of removal.
4. Ensure that an inventory of the child's clothing and personal items is taken in the event that the child returns home or moves to another placement.
5. If the resource home is licensed through a Licensed Child Placing Agency (LCPA) notify the licensing agency if there are:
 - a. Concerns about the quantity and/or condition of the child's clothing or personal items, and
 - b. Problems gathering all the child's clothing and personal items prior to a placement change.

If the child leaves the placement (e.g., returns home, moves to another placement, adopted by someone else, etc.) the resource family will return all clothing and personal items to DCS, the child, or the child's new caregiver depending upon the situation.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Indiana Drug Endangered Children Response Protocol](#)

RELATED INFORMATION

Condition of Clothing

All clothing should be appropriate for the season, in good condition, free from damage and stains and should fit the child appropriately. Second-hand clothing items that meet these guidelines are acceptable.

Packing Clothing and Personal Items

Every attempt should be made to pack the child's clothing and personal items in some form of luggage (e.g., suitcases, duffle bags, etc.). Sturdy boxes may be used if luggage is unavailable. However, garbage sacks and other disposable bags are not appropriate and should be used

only as a last resort. Use of such items may cause a child to believe that his/her possessions are not valued.

Paying for Miscellaneous Expenses

The “Miscellaneous Expenses of a Ward” fund is available to cover expenses including, but not limited to, purchasing bottles for a baby in care and buying an initial supply of diapers.

Failure to Return All of Child’s Clothing and Personal Items

At the end of a placement, if a resource family fails to return all of the clothing and personal items that the child had during placement; then, the FCM should assure that a report is made to the appropriate Licensed Child Placing Agency or local DCS Office for entry into the resource home’s file.

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